

ADMINISTRATIVE—INTERNAL USE ONLY

15 July 1986

MEMORANDUM FOR: FBIS Headquarters Employees

FROM:

Director, Foreign Broadcast Information Service

SUBJECT:

Transfer of Training Responsibilities;
Change of Personnel and Training Branch Title

1. Effective Wednesday 16 July 1986, the Special Assistant for Career Development (SA/CD) is responsible for all aspects of training in FBIS. Those training-related activities previously located in the Personnel and Training Branch of the Administrative Staff will henceforth be handled by the FBIS Training Officer on the SA/CD's staff. Questions about course scheduling and confirmation should be directed to that office on

Training forms should be addressed to SA/CD/TO, 610 Key.

2. The Personnel and Training Branch is renamed the Personnel Branch.

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